



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-BID CONFERENCE AGENDA
DECEMBER 13, 2017 – 11:00 AM**

**PROJECT TITLE:
PRINTING AND DISTRIBUTION OF OPEN ENROLLMENT AND REGULATORY
HEALTH BENEFITS MATERIALS FOR STATE OF MARYLAND EMPLOYEES AND
RETIREES**

SOLICITATION NUMBER – F10B8400030

- I. Welcome and Introduction.....*Pam Malech, Procurement Officer*
 - a. Introduction of State Attendees
 - b. Pre-Bid Conference summary and sign-in sheet(s) will be emailed
- II. Review of Key Information Summary Sheet.....*Pam Malech*
- III. Review of IFB Section 2 (Scope of Work).....*Kelly Valentine, Employee Benefits Division*
- IV. Review of RFP Sections 3, 4 and 5.....*Pam Malech*
- V. Review of Attachment B – Financial Proposal Form & Other Attachments.....*Pam Malech*
- VI. Question and Answer Period

Questions pertaining to the current topic of discussion may be raised at that time. It is not necessary to wait until the Q&A Period.

Notes: Minutes of the Pre-Bid Conference will be not be transcribed, although the State will provide a written summary after the conference. Any substantive questions should be submitted to the Procurement Officer in writing, preferably via email. Questions submitted in writing will receive a written response that will be issued to all vendors.

Answers provided to questions raised at the Pre-Bid Conference may be subject to clarification. No answers or other statements given at the Pre-Bid Conference can alter or amend the IFB; only a formal amendment can change the substance of the IFB. In the event that substantive issues arise necessitating an amendment to the IFB, all bidders known to have received a copy of the solicitation will receive the amendment.